

Action Plan: ADMINISTRATIVE COMPLAINTS Performance Evaluation Form

Gerard LaSalle

Date: ____/____/20____.

Field Visit

PRPD Headquarters : _____
 PRPD Area : _____
 Zone of Excellence : _____
 District : _____
 Precincts : _____
 Unit : _____

Meeting

Staff interviewed

: _____
 : _____
 : _____
 : _____

Start Time

: _____

End Time

: _____

I. Policies and Procedures						
Activities	Progress		Specific Findings	Compliance		
	Yes	No		Total	Partial	Non
1.1 Draft Public Information Program on Complaints and Recognition.						
1.2 Review of inter-agency MOU on criminal and administrative investigations.						
1.3 Draft policy on giving testimony in an administrative proceeding.						
1.4 Review of Regulation 6506 and adoption of new Regulation.						
2.1 Review of Regulation 4216.						

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2.2	Draft administrative order on disciplinary sanctions.						
2.3	Draft administrative order on non-punitive disciplinary actions.						
3.1	Review of General Order 2010-14 (SARP).						
4.1	Review of Regulation 6403.						
II. Training							
Activities	Progress		Specific Findings	Compliance			Specific Recommendations
	Yes	No		Total	Partial	Non	
1.1	SAEA will develop training for SARP and OAL regarding administrative complaints.						
1.2	Training of SARP and OAL personnel: 50% in the first year and the remaining 50% in the second year.						
2.1	Training of supervisory personnel.						
3.1	Training of all PRPD personnel.						
4.1	Training of supervisory personnel on stress control.						
III. Data Gathering and Reporting							
Activities	Progress		Specific Findings	Compliance			Specific Recommendations
	Yes	No		Total	Partial	Non	
1.1	Acquisition of information systems for tracking administrative complaints.						

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1.2	Inventory of complaints.							
1.3	Digitalization of complaints.							
1.4	PRPD's self-assessment of information systems.							
1.5	External assessment of information systems.							
1.6	Solicitation of information systems.							
1.7	Contract adjudication and implementation.							
1.8	Training for new information systems.							
IV. Implementation								
Activities	Progress		Specific Findings	Compliance			Specific Recommendations	
	Yes	No		Total	Partial	Non		
1.1	Public information plan on how to file administrative complaints.							
2.1	The Psychology Unit will provide psychological and therapeutically support services.							
2.2	SAEA will retrain officers.							
3.1	Caseloads and HR staffing analysis for SARP.							
3.2	Recruitment of SARP candidates.							

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3.3	Selection of SARP candidates.							
V. PRPS's Self-Assessment								
Activities	Progress	Yes	No	Specific Findings	Compliance			Specific Recommendations
					Total	Partial	Non	
1.1	PRPD will collect data and monitor administrative complaints for the purpose of self-assessment through activities (a) through (i).							

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